

# GUIDELINES FOR OBTAINING PROFESSIONAL LICENSE RENEWAL POINTS: A MINIMUM OF 90 POINTS REQUIRED

## Renewal of Professional Occupational Education Licenses

### POINTS

1. Points are required to renew the license if the license is based on a Bachelor's degree.
2. Points are required to renew the license if the license is based on a Master's degree or above if the educator has taught less than five (5) years within the validity period of the license in a school accredited by a state or regional accrediting agency.
3. No points are required to renew the license which is based on a Master's degree or above if the educator has taught five (5) within the validity period of the license in a school accredited by a state or regional accrediting agency. If teaching experience has been accrued in a Tennessee public school, it is already on file at the State Department of Education. If teaching experience has been accrued at a non-public school in Tennessee, a public or non-public school outside of Tennessee, or administrative or full time teaching experience in an approved college or university, the EXPERIENCE VERIFICATION FORM must be completed.
4. Applicable renewal points must have been earned after the last issue (or renewal) date of the license and not earlier than ten (10) years prior to the date the application is received in the licensing office. For example, a renewal application received in the licensing office during 1999 could include activities that were completed as early as 1989. Points accrued prior to ten (10) years of the date the renewal application was received can not be counted. A license cannot be renewed earlier than five (5) years prior to its expiration date.

### ACTIVITIES

1. Activities can not be part of the state funded in-service days and can not be conducted during days and /or hours for which educators are already being paid by local education agencies.
2. The same activity conducted more than one time can be counted only one time; however one activity might be used to develop some new activity(ies). Each new activity developed can be counted one time. For example, information obtained from attending a workshop could be used for planning for the implementation of new classroom teaching strategies and/or a workshop/presentation for other teachers. Attendance at the workshop, time spent in planning for and assessment of the new teaching strategies and the presentation/workshop could be counted as three separate activities. (The time spent in implementing the new teaching strategies during the school day can not be counted.) (*Refer to the Point Scale on the Professional LICENSE RENEWAL COMPUTATION SHEET.*)
3. A total of 90 points must be earned. Activities must clearly relate to K-12 education and may be conducted by the educator in the capacity of leader/presenter or participant at the national, state, district, local or building level.
4. Professional License Renewal Computation Sheets must be completed and signed by the applicant and the person responsible for conducting the local evaluation. Files with documentation must be kept by the educator and the person responsible for the local evaluation. The documents may be audited by the Department of Education at any time during the ten-year validity period of the license.
5. If you have earned points during a period in which you were not employed in a public or state approved private school, you must submit no more than two (2) pages of documentation per activity with the renewal application.

### COURSE WORK

1. Course work must be earned in a state or regionally accredited institution. No more than four (4) semester hours in professional education (education or psychology) may be earned at a two (2) year college and/or at a four (4) year college/university holding only regional accreditation. THIS IS A LIFETIME LIMIT, NOT A LIMIT FOR EACH RENEWAL.
2. Course work must be reflected on an official transcript and accompany the Professional License Renewal Computation Sheet. (The only signature required on the Computation Sheet is that of the applicant.)
3. Credit earned at the undergraduate level must be in professional education (education or psychology courses), in an area of endorsement on the license, in computer science/computer technology or foreign language. If the courses are not in a current area of endorsement, the educator must complete the requirements for adding the endorsement at the time of renewal. Graduate courses may be in any area that is clearly related to public education.